

***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Personnel Technician (Supervisor)

Consortium

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 12

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience. Work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer.

PLEASE NOTE: This examination is designed to gain an overall assessment of your experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Personnel Technician 2 (Supervisor)

1. Provide training, technical guidance, and/or assistance to work colleagues regarding the on-line selection and/or certification system or process.
2. Review applications to determine if candidates meet minimum qualifications for the classification.
3. Respond to examination and/or certification inquiries from interested parties (e.g., Human Resources liaisons, management, staff, other departments, the public).
4. Research automated systems to correct and/or report any system errors or discrepancies.
5. Interpret written material for others (e.g., the public, job candidates, program contacts, work colleagues, customers) to ensure their understanding of complex material.
6. Analyze laws, rules, regulations, policies, and/or procedures to apply them appropriately in the work environment.
7. Review and audit documents and/or information in automated systems to ensure accuracy and compliance with laws, rules, policies, and/or procedures.
8. Prepare written communication/correspondence (e.g., letters, memos, emails) to provide and/or request work related information.
9. Assess and monitor daily workload and prioritize assignments when necessary to ensure all work responsibilities are completed in a timely manner.
10. Analyze information to identify problems and determine alternative solutions.
11. Provide technical guidance and direction to employees and the general public regarding personnel rules and regulations affecting them.
12. Act as a technical lead for complex projects (e.g., certification, appointments, compliance review, mass hires) to ensure work is completed correctly and in a timely manner.